

APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION DECISION SUPPORT TOOLS

PART 1: TRAVEL PURPOSE IDENTIFIERS

Travel Purpose Identifier Codes	Purpose
1. Mission (Operational)	Travel to a particular site to perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance). Travel to attend a meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Traveler's day-to-day operational or managerial activities, as defined by the agency, to include, but not limited to: a/an hearing, site visit, information meeting, inspection, audit, investigation, and examination.
2. Training	Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. "Training" means the process of providing for, making available to, and placing or enrolling the member/employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals. "Conference" may also apply to training activities that are considered to be conferences, when: (a) the announced purpose of the conference is educational or instructional; (b) more than half of the time is scheduled for a planned, organized exchange or information between presenters and audience which meets the definition of training; (c) the content of the conference is germane to improving individual and/or organizational performance, and (d) development benefits will be derived through the member/employee attendance. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Conference – Other than Training). Examples: Job required training, Internships, Intergovernmental Personnel Act, and forums.
3. NO LONGER USED	
4. Conference -- Other than Training	Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Training). Examples: To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.
5. Relocation	Travel performed in connection with a transfer from one PDS to another (same as a PCS move) for member/employee/dependent, as applicable. This includes new appointees/persons ordered to active duty when authorized relocation allowances for reporting to the first duty station. Examples: PCS moves for domestic and international transferees/new appointees, tour renewal, temporary change of station (TCS), and last move home.
6. NO LONGER USED	

Travel Purpose Identifier Codes	Purpose
7. Special Agency Mission Travel	Travel to carry out a special agency mission (e.g., non-combat military units) and/or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization. Examples: These agency-defined special missions may include details; security missions (to a person or shipment such as diplomatic pouch); move witnesses between locations; travel by Federal beneficiaries and other non-employees; and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.
8. Emergency Travel	*Travel related to an unexpected occurrence/event or injury/illness that affects the traveler personally and/or directly that requires immediate action/attention. To return a traveler from a temporary duty assignment location at Government expense to the designated post of duty or home, or other alternate location, where the traveler would ordinarily be present to take care of the emergency situation if the Government had not directed or assigned the traveler to another location to perform official business. Examples: Traveler is incapacitated by illness or injury, death or serious illness of a family member, or catastrophic occurrence or impending disaster that directly affects the traveler's home. Emergency travel also includes travel for medical care while traveler is TDY away from the PDS, death of a traveler/immediate family member when performing TDY, medical attendant transportation, assistance travel for a traveler with special needs, as well as travel for threatened law enforcement/investigative travelers. In the case of a member, the provisions of par. 7010 or 7015 apply. For employees, the provisions of par. 7020 or 7025 apply, which are far more extensive.

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SECTION 2A: REPORTING DATA ELEMENTS AND PROCEDURES FORMAT

'Other than Economy/Coach' Travel Reporting Data Elements and Procedures

1. **Traveler's Name** (*Last/First/MI; e.g., Smith, John. Q.*): Click here to enter text.
and **Sponsor's Name** (*if applicable*): Click here to enter text.
2. **Traveler's Rank/Grade** (*e.g., O-7, E-6, GS-14, Civilian*): Click here to enter text.
and **Sponsor's Rank/Grade** (*if applicable*): Click here to enter text.
3. **Last 4 SSN** (*Last 4 digits of traveler's Social Security Number*): Click here to enter text.
and **Sponsor's Last 4 SSN** (*if applicable*): Click here to enter text.
4. **Service/Agency** of traveler (*e.g., U.S. Army, DIA*): Click here to enter text.
5. **Organization** of traveler (*e.g., 434 ARW/FMF*): Click here to enter text.
6. **Work Phone** (*Comm and DSN (both with area codes)*): Click here to enter text.
7. **Email Address**: Click here to enter text.
8. **Travel Purpose** (*See App H, Part 1.*) **NOTE: These codes are a means to categorize a particular trip; they do not in any way convey authority to use other than economy/coach accommodations.** Choose an item.
9. Enter all proposed trip legs in the following table:

Leg Start Date	Leg End Date	Mode of Travel	Fare Class	Leg Origin	Leg Destination
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter a date.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.

10. **Fare Paid** for other than economy/coach class accommodations (nearest dollar): \$ Click here to enter text.
11. **Coach Fare** amount leg would cost if coach class used (nearest dollar): \$Click here to enter text.

12. **Ticket Issuing Location** (Name and Location of (Contracted) Commercial Travel Office CTO):

[Click here to enter text.](#)

13. Approval reason code and JTR par. justification reference:

Approval Code: [Choose an item.](#)

Par. Reference: (e.g., JTR, par. 3520-C2), (First class see Part II, Section B; Business class see Part III, Section A of App H)

14. **Approval Authority** of other than economy/coach accommodations (i.e., name, title) [Click here to enter text.](#)

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SECTION 2B: FIRST-CLASS AIR ACCOMMODATIONS CODES

(See par. 3520-C)

APPROVAL CODE	JTR PARAGRAPH REFERENCE	REASON FOR TRAVEL
F1	Par. 3520-C1b	Lower Class Not Available in Time
F2	Par. 3520-C3	Medical
F3	Par. 3520-C4	Security
F4	Par. 3520-C5	Mission
F5	Par. 3520-C6	Only first class provided
F6	Par. 3520-C7	Non Federal source
FC	Par. 3520-C8	Congressional Travel

One of the other 6 reasons (F1 through F5 or FC) must also apply.

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SECTION 2C: FIRST CLASS DECISION SUPPORT TOOL

A. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

B. First Class Air Accommodations Codes References. References at the end of the questions (e.g., (F1), (F4) refer to First Class Air Accommodations Codes in App H2B.

C. First Class Accommodations Requests

1. Is the request for first class accommodations because other than economy/coach class airfare costs less than the least expensive unrestricted economy/coach class airfare?

a. **NO**. First class accommodations must not be authorized/approved.

2. Is the request for first class accommodations because lower class accommodations are not reasonably available (F1)?

a. **NO**. First class accommodations must not be authorized/approved.

b. **YES**. Are accommodations, other than first class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

(1) **YES**. Would traveler arrive later than the required reporting time at the duty site?

(a) **YES**. Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-1- **YES**. First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-2- **NO**. First class accommodations may be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

(b) **NO**. Would the traveler be required to depart earlier than the traveler is scheduled to complete duty?

-1- **YES**. Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-a- **YES**. First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-b- **NO**. First class may be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

3. Is the request for first class accommodations because of medical reasons (F2)?
- a. **NO**. First class accommodations must not be authorized/approved.
 - b. **YES**. Has competent medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first class accommodations?
 - (1) **NO**. First class accommodations must not be authorized/approved.
 - (2) **YES**. Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or a business class seat or shorter flights) meet the traveler's requirements?
 - (a) **YES**. First class accommodations must not be authorized/approved.
 - (b) **NO**. First class accommodations may be authorized/approved.
4. Is the request for first class accommodations due to exceptional security circumstances (F3)?
- a. **NO**. First class accommodations must not be authorized/approved.
 - b. **YES**. . Would use of other than first class accommodations entail danger to the traveler's life or Government property?
 - (1) **YES**. First class accommodations may be authorized/approved.
 - (2) **NO**. Are travelers agents of protective details accompanying individuals authorized to use first class accommodations?
 - (a) **YES**. Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?
 - 1- **NO**. First class accommodations must not be authorized/approved.
 - 2- **YES**. First class accommodations may be authorized/approved.
 - (b) **NO**. Are travelers, couriers or control officers accompanying controlled pouches or packages?
 - 1- **NO**. First class accommodations must not be authorized/approved.
 - 2- **YES**. Can adequate security of the pouch or package be maintained in coach or business class?
 - a- **YES**. First class accommodations must not be authorized/approved.
 - b- **NO**. First class accommodations may be authorized/approved.
5. Is the request for first class accommodations mission required (F4)?
- a. **NO**. First class accommodations must not be authorized/approved.
 - b. **YES**. Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>))?
 - (1) **YES**. First class accommodations may be authorized/approved. For DoD, the Director,

Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(2) **NO**. Is the traveler a high level invited guest?

(a) **YES**. First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(b) **NO**. Is the traveler a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal Gov't officials?

-1- **YES**. First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

-2- **NO**. First class accommodations must not be authorized/approved.

6. Is the request for first class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first class accommodations (F5)?

a. **NO**. First class accommodations must not be authorized/approved.

*b. **YES**. Has the TO/agent documented that there are no other scheduled coach or business class flights/seats?

(1) **NO**. First class accommodations must not be authorized/approved.

(2) **YES**. First class accommodations may be authorized/approved.

7. Is the request for first class accommodations because a non-Federal source is paying (F6)?

a. **NO**. First class accommodations must not be authorized/approved.

b. **YES**. Does the non-Federal source want the traveler to use first class accommodations and has the traveler met at least one of the other first class accommodations criteria (F1 through F5)?

(1) **NO**. First class accommodations must not be authorized/approved.

(2) **YES**. Have the transportation services been paid in advance by a non-federal source?

(a) **NO**. First class accommodations must not be authorized/approved.

(b) **YES**. First class accommodations may be authorized/approved.

8. Is the request for first class accommodations for a member/employee traveling in support of congressional travel (FC)?

a. **NO**. First class accommodations must not be authorized/approved.

b. **YES**. An approval authority must sign a separate and distinct authorization form for issuance of an other than economy/coach class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

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SECTION 3A: BUSINESS-CLASS AIR ACCOMMODATIONS CODES

(See par. 3500-C)

APPROVAL CODE/REFERENCE/REASON			
Approval code	JTR Paragraph reference	Reason for travel	<u>NOTE</u>
B1	Par. 3520-C3	Medical	
B2	Par. 3520-C4	Security	
B3	Par. 3520-C9	Foreign flag coach not adequate	
B4	Par. 3520-C6	Only business class provided	
B5	Par. 3520-C7	Non-Federal source	1
B6	Par. 3520-C11a	Over 14 hours	
B7	Par. 3520-C10	Overall savings	
B8	Par. 3520-C1b	Lower Class Not Available in Time	
B9	Par. 3520-C5	Mission	
BC	Par. 3520-C8	Congressional Travel	
BF	Par. 3520-C12	Required by Foreign Government Regulations, MOU/MOA/SOFA	

NOTE:

1. For business-class accommodations, this is a 'stand-alone' reason.

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SECTION 3B: BUSINESS CLASS DECISION SUPPORT TOOL

A. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

B. Business Class Air Accommodations Codes References. References at the end of the questions (e.g., (B1), (B7)) refer to Business Class Air Accommodations Codes in App H3A.

C. Business Class Accommodations Requests

1. Is the request for business class accommodations because other than economy/coach airfare costs less than the least expensive unrestricted economy/coach airfare (B7)?

a. **NO**. Business class accommodations must not be authorized/approved.

2. Is the request for business class accommodations because there are no least expensive unrestricted economy/coach accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission (B8)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Is the mission so urgent that it cannot be postponed?

(1) **NO**. Business class accommodations must not be authorized/approved.

(2) **YES**. Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

(a) **YES**. Business class accommodations must not be authorized/approved since arrival time reporting time in these cases is not mission critical.

-1- **NO**. Business class accommodations *may* be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

3. Is the request for business class accommodations because of medical reasons (B1)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Has competent medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business class accommodations?

(1) **NO**. Business class accommodations must not be authorized/approved.

(2) **YES**. Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

(a) **YES**. Business class accommodations must not authorized/approved.

(b) **NO**. Business class accommodations *may* be authorized/approved.

4. Is the request for business class accommodations due to exceptional security circumstances (B2)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Would use of other than business class accommodations entail danger to the traveler's life or Gov't property?

(1) **YES**. Business class accommodations *may* be authorized/approved.

(2) **NO**. Are travelers agents of protective details accompanying individuals authorized to use business class accommodations?

(a) **YES**. Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

-1- **NO**. Business class accommodations must not be authorized/approved.

-2- **YES**. Business class accommodations *may* be authorized/approved.

(b) **NO**. Are travelers, couriers or control officers accompanying controlled pouches or packages?

-1- **NO**. Business class accommodations must not be authorized/approved.

-2- **YES**. Can adequate security of the pouch or package be maintained in coach class?

-a- **YES**. Business class accommodations must not be authorized/approved.

-b- **NO**. Business class accommodations *may* be authorized/approved.

5. Is the request for business class accommodations mission required (B9)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>))?

(1) **YES**. Business class accommodations *may* be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

(2) **NO**. Is the traveler a high level invited guest?

(a) **YES**. Business class accommodations *may* be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

(b) **NO**. Is the traveler a U.S. armed forces attaché accompanying ministers of a foreign government traveling to the U.S. to consult with U.S. Federal Gov't officials?

-1- **YES**. Business class accommodations *may* be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

-2- **NO**. Business class accommodations must not be authorized/approved.

6. Is the request for business class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class accommodations (B4)?

a. **NO**. Business class accommodations must not be authorized/approved.

*b. **YES**. Has the TO/agent documented that no other scheduled coach class flights are available?

(1) **NO**. Business class accommodations must not be authorized/approved.

(2) **YES**. Business class accommodations *may* be authorized/approved.

7. Is the request for business class accommodations because a non Federal source is paying (B5)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Does the non-Federal source want the traveler to use business class accommodations?

(1) **NO**. Business class accommodations must not be authorized/approved.

(2) **YES**. Have the transportation services been paid in advance by a non-federal source?

(a) **NO**. Business class accommodations must not be authorized/approved.

(b) **YES**. Business class accommodations *may* be authorized/approved.

8. Is the request for business class accommodations because coach class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B3)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Has foreign flag service use been authorized/approved in accordance with the Fly America Act?

(1) **NO**. Business class accommodations must not be authorized/approved.

(2) **YES**. Does the aircraft have more than two cabins?

(a) **NO**. Business class accommodations must not be authorized/approved. ***NOTE: The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.***

(b) **YES**. Business class accommodations *may* be authorized/approved.

9. Is the request for business class accommodations because business class accommodations would result in an overall savings to the Gov't (B7)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Is this based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach class accommodations?

(1) **NO**. Business class accommodations must not be authorized/approved.

(2) **YES**. Is there an actual cost comparison showing the overall savings details?

(a) **NO**. Business class accommodations must not be authorized/approved.

(b) **YES**. Does the aircraft have more than two cabins?

-1- **NO**. Business class accommodations must not be authorized/approved. ***NOTE: The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.***

-2- **YES**. Business class accommodations *may* be authorized/approved.

10. Is the request for business class accommodations because the scheduled flight time is in excess of 14 hours (B6)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes more than 14 hours?

(1) **NO**. Business class accommodations must not be authorized/approved.

(2) **YES**. Does the traveler have to begin work immediately after arrival?

(a) **NO**. Business class accommodations must not be authorized/approved.

(b) **YES**. Can a rest period be scheduled en route or at the TDY site before starting work?

-1- **YES**. Business class accommodations must not be authorized/approved.

-2- **NO**. Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

-a- **NO**. Business class accommodations must not be authorized/approved.

-b- **YES**. Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEMLE, or evacuation or any transportation other than TDY?

/1/ **YES**. Business class accommodations for these types travel must not be authorized/ approved.

/2/ **NO**. Business class accommodations *may* be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

11. Is the request for business class accommodations for a member/employee traveling in support of congressional travel? (BC)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. An approval authority must sign a separate and distinct authorization form for issuance of a business class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

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SECTION 3C: RESTRICTED AIRFARE CHECKLIST FOR AOs

(See par. 3500-A1)

See the [DTMO website](#) for an electronic version of this document.

A. General

1. Existing DoD travel policy allows the use of restricted airfares available to the general public.
2. The AO must complete the below checklist to determine the feasibility of a traveler using a restricted airfare.

B. Checklist

Prior to booking travel arrangement(s), please review the following questions.			
<u>No.</u>	<u>Item</u>	<u>Yes</u>	<u>No</u>
1.	Is the traveler's departure date more than 7 days from ticket purchase?		
2.	Is the travel firm (i.e., not subject to date, time and/ or destination(s) change)?		
3.	Is the traveler's mission to a single location?		
4.	Is the traveler able to obtain an approved travel authorization to purchase a restricted ticket within the allotted advanced purchase time limit? Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline. Refer to the airline website for advance purchase requirements.		
5.	Is the cost of the restricted airfare less than the least expensive unrestricted economy/coach airfare (by \$200 or more on a U.S. domestic flight, or \$300 on an International flight since these amounts are the change/cancellation fee charges)? Example: \$475 Round Trip Unrestricted Fare; Nonrefundable fare is \$200. Question is whether AO should approve restricted fare of \$200, knowing a change fee is \$200. Answer is yes since $\$200 + \$200 = \$400$ which is still less than \$475. For city pair routes, to achieve cost savings, travelers must consider the lowest available unrestricted economy/coach airfare (i.e., YCA or –CA, if offered).		

C. Restricted Airfare Determination

1. If the AO answers "NO" to any question, the traveler is not a good candidate for a restricted airfare.
2. If the traveler meets the above criteria, he/she is ready to book a restricted airfare reservation.
3. Most restricted airfares carry rules and penalties for changes and cancellations after ticketing, which could result in additional costs. Refer to the airline's website for specifics.
4. Restricted airfares, like any other airfare for official Gov't travel, must be purchased through the CTO (and not through an on-line booking service).

D. Limitations and Restrictions

1. Par. 3045-E applies if a Gov't CTO or in house service is not available.
2. If a restricted airfare is approved by the AO, the funding Command, not the traveler, accepts total financial responsibility for the restricted airline ticket if the trip is changed/cancelled for any official reason.

☐

Approved

☐

Disapproved

Approving Official's Name

Approving Official's Signature

Date

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SECTION 4A: 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS FOR A MEDICAL DISABILITY/SPECIAL NEED REASON

It is DoD policy (see par. 2110-J) that 'other than economy/coach' accommodations, due to a medical disability/special need, be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc.). The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the 'other than economy/coach' AO in advance of travel. This requirement is in the JTR. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

A traveler who requests 'other than economy/coach' accommodations due to disability or other special need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required 'other than economy/coach' authorization prior to travel. *If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate 'other than economy/coach' AO within 7 days of travel completion. Failure to receive the appropriate authorization/approval for 'other than economy/coach' transportation either before or after travel may result in the traveler being financially liable for costs in excess of the economy/coach-class airfare.*

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SECTION 4B: 'OTHER THAN ECONOMY/COACH' TRANSPORTATION APPROVAL CHECKLIST

'OTHER THAN ECONOMY/COACH' TRANSPORTATION APPROVAL CHECK LIST			
<p>Although existing policy allows the use of 'Other Than Economy/Coach' Transportation (i.e., Premium Class Travel) in certain circumstances, the Approving Official (AO) must certify that all decision factors and other alternatives were considered prior to recommending approval. The 'Other Than Economy/Coach' Transportation Approval Checklist must be used and submitted as part of the approval documentation. It is used to certify that the decision factors and other alternatives were considered in the approval process.</p>			
No.	Item	Yes	No
1.	Can the objective be accomplished by correspondence, teleconference, web-based communications or other appropriate means?		
2.	<p>Is the trip for any of the following reasons: Permanent Change of Station (PCS); Renewal Agreement Travel (RAT); Consecutive Overseas Tour (COT); In Place Consecutive Overseas Tour Leave (IPCOT); Emergency Visitation Travel (EVT); Family Visitation Travel (FVT); Emergency Leave; Rest & Recuperation (R&R); Funded Environmental and Morale Leave (FEML); or Evacuation?</p> <p><i>NOTE: 'Other Than Economy/Coach' transportation should not be approved for any of these trips types.</i></p>		
3.	Could another traveler accomplish the mission?		
4.	Could a GSA "business class" city pair airfare be used for 'Other Than Economy/ Coach' transportation?		
5.	Could lower cost accommodations (i.e., economy-plus/coach elite, bulkhead, two economy seats or lowest business class seating be used as an alternative to 'Other Than Economy/Coach' seating/airfares?		
6.	Is the cost for 'Other Than Economy/Coach' airfare less than the cost for the least expensive unrestricted economy-/coach-class airfare?		
7.	Have other alternative travel dates and/or times been considered to obtain an economy-/coach-class airfare?		
8.	If flight time is in excess of 14 hours, (including non-overnight airport stopovers and plane changes) could an en route stopover or rest-period at the TDY location before beginning work accomplish travel at a lower cost?		
9.	Has sufficient justification been provided from a competent medical authority, certified in the last six months, that a disability or other special medical need exists and the condition necessitates 'Other Than Economy/Coach' transportation? <i>If the disability is a lifelong condition, then a certification statement is required every two years.</i>		
10.	<u>FOR DoD:</u> As the authorizing official, reporting offices (approval authority) must ensure that all trips involving Other Than Economy/Coach Class airfares have been approved in accordance with all regulations.		

11	REMARKS (Use this space for additional/beneficial information or comments applied in the decision process.)
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Recommend approval of attached 'Other Than Economy/Coach' Transportation request for:

Traveler Name

Recommending Official's Name

Recommending Official's Title

Recommending Official's Signature

Date

See the [DTMO website](#) for an electronic version of this document.

**APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION
DECISION SUPPORT TOOLS**

**SECTION 4C: 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS
DETERMINATION FORMAT**

The request for first/business -class accommodations for _____

(enter full name of traveler)

is authorized/approved/disapproved.

Type Full Name, Rank and Office Symbol of 'Other
than Economy/Coach' Authorizing/Approving Signature

DATE

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**APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION
DECISION SUPPORT TOOLS**

**SECTION 5A: TRAIN TRAVEL OTHER THAN COACH
ACCOMMODATIONS CODES**

(See par. 3625-D)

APPROVAL CODE/REFERENCE/REASON		
APPROVAL CODE	JTR PARAGRAPH REFERENCE	REASON FOR TRAVEL
T1	Par. 3625-D1	Lower Class Not Available
T2	Par. 3625-D2	Medical
T3	Par. 3625-D3	Security
T4	Par. 3625-D4	Health Standards
T5	Par. 3625-D5	Mission
T6	Par. 3620	Advantageous to the GOV'T

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**APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION
DECISION SUPPORT TOOLS**

**SECTION 5B: SHIP TRAVEL ‘OTHER THAN LOWEST FIRST CLASS’
ACCOMMODATIONS CODES**

(See par. 3660-C)

APPROVAL CODE/REFERENCE/REASON		
APPROVAL CODE	JTR PARAGRAPH REFERENCE	REASON FOR TRAVEL
S1	Par. 3660-C1b	Lower Class Not Available
S2	Par. 3660-C1c	Medical
S3	Par. 3660-C1d	Security

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